

Our aims and goals:

- To encourage and support the continuing development and education for children under statutory school age within a community based environment.
- To provide a safe, secure and stimulating environment where children can grow in confidence and self-reliance.
- To maximise each child's potential by learning through play, socialising with others and preparing them for the important transition between pre-school and school.

Our history:

Ropley Playgroup and Pre-school was formed in the mid 1960's by village parents for their children.
Over the years the Pre-school has progressed, and is now a well established setting run by fully qualified staff and a supportive elected committee.

Our commitment:

A one adult to six children ratio, registered to take a maximum of 26 children.
We are a member of the Pre School Learning Alliance which is a national organisation, enabling us to be in touch with new developments in the field of child care and education.
We offer a planned curriculum leading to desirable learning goals and are OFSTED monitored.

Sessions

Monday* to Friday
9.00 am – 12.00

Cost per Session Under 3s £11.00 /Pathfinder offers full funding for a child the term after he turns 3.
(to be paid each half term in advance)

*The Monday Session includes a 40-minute music and movement session with Alison Mears of Hooray Hooray. A leaflet about Hooray Hooray is available at Playgroup. There is a small charge of £1.00 towards this session for those attending on a Monday.

Lunch club

12.00 – 1.00 pm

Cost per Session £3.50
(to be paid each half term in advance)

Where are we?

The Parish Hall, Vicarage Lane, Ropley, Hampshire SO24 0DT
Mobile telephone: 07752 109 072

www.ropleyplaygroup.com

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A copy of our Constitution is available for inspection on request.

Introduction

Thank you for considering Ropley Playgroup and Pre-School for your child. We hope that you will find the following information useful in making your decision. If there are any points that you wish to discuss further, please speak to one of the members of Staff or members of the Committee, who will be happy to help you. Contact details for these people can be found on page 26.

Activities/Events

Through play, we work towards the Early Learning Goals set by the Department of Education and Employment. Children continue to work towards these goals during the Reception year at school to form the foundation of your child's education. The activities are varied to include social interaction and independence building. During the winter term, we put on a Christmas Performance and then later in the year the children create their own millinery marvels for an Easter Bonnet Parade. We also have a summer Sports Day where the children have lots of fun with the family. These are wonderful opportunities for you to see what activities your child is currently involved in.

Registration

Once you have had the opportunity to visit us and have decided that Ropley Playgroup and Pre-School is the right Pre School setting for your child, please fill in the Registration form attached to the back cover. This should then be returned to the Playgroup Supervisor, together with a £20 administration fee to secure a place. This money will be used to cover administrative costs during your child's time with us and also provide them with their first Pre-school T-shirt. However, in the event of the place not being taken up, the fee is non-refundable.

Once your child's place has been confirmed, we will send a letter out about a month before your child is due to join the Pre-School to confirm final details. We will also send you our newsletter to keep you informed of what is going on each term.

Accreditation

We are now accredited through the Pre-School Learning Alliance's Accreditation scheme. Accreditation is awarded to Pre-school settings, which have shown evidence of good practice and quality that covers all aspects of pre-school provision.

Keyworker Groups

The keyworker system we use enables a chosen member of staff to maintain your child's file and record information regularly. Observations will be made throughout your child's time in Pre-school by members of staff, which will then be used to produce educational plans as required to enable them to progress and help them to develop. The key worker will update your child's record of achievement which is a document used by practitioners in the Early Years including reception year in school. Subject to parental consent this form may be passed on to your child's school when they start their full time education. Liaison sheets will be sent home informing you of your child's progress and about the topics they have been working on.

At least one parents meeting will be held throughout the year to enable you to follow your child's progress and ask any questions you may have.

Parents/carers are welcome to speak to their child's keyworker at any time. If they are busy, another mutually convenient time will be arranged.

Senco

Our Special Education Needs Co-ordinator is currently Sarah Harry.

Her role is to work with parents who may have a child with a specific special educational need, or any child who may require some extra support in a particular area.

Support is also available from professionals eg. speech therapy, portage, health visitor, area Senco etc.

If you have any concerns about your child, please speak to Sarah.

Starting Pre-School

Ropley Playgroup and Pre-School offers education and care for children aged from two years nine months to school age. The group would ideally like children to be toilet trained, but if this is an area of concern, please talk with us before the start date. We recommend that your child visits the Playgroup and Pre-School with their parent / carer at least twice before their start date. This will help your child feel confident and secure within the group and, of course, parents / carers are always welcome to come in to talk to the staff about any queries they might have. We are also happy to arrange home visits where children can have the added security of being in their own home surroundings, and familiarising themselves with staff.

Clothing

It is best to send children dressed in practical clothes that are washable and simple for children to manage to enable them to go to the toilet easily. In line with the practice at Ropley Primary School, the children are asked to bring a coat every day. The Playgroup sells sweatshirts and T-shirts with the Ropley Playgroup and Pre-School logo on. Aprons are provided for the children when doing messy activities such as painting and gluing. If clothes are soaked in cold water before washing, most materials used at Pre-School will be removable. If possible, we would like all children to have a pair of named plimsolls with them when attending.

Sessions

The sessions may be of mixed age groups, however, due to the size of the hall we are able to separate the children into smaller groups in order to carry out activities most suited to their ages. The younger children find this most beneficial because all the children are of a similar age and the environment is not so overwhelming. They also get to know each other, the staff and the general routine of Playgroup and Pre-school quicker.

For children who will be going to school the following September, we are able to gear their activities towards consolidating skills that will help them settle into school. For example: holding a pencil correctly; pre-writing and pre-reading activities, early numeracy tasks, changing in and out of PE kit, etc. not to mention everyday social interaction with their peers. We hope this will make the transition to school a smoother experience.

Daily Routine

- 9.00 Welcome children**
Children and parents are welcomed individually by the staff. Children will be assisted to find their name and photo and place them onto the register board. Children are invited to place any themed items onto the interest table staff will settle children into child-initiated play. Parents are welcome to settle their children into child-initiated play before departing.
- 9.30 Group registration and circle time**
The helper for the day is chosen the register will be called and many opportunities for counting, speaking and listening will be on offer. Children will assist in updating the weatherboard, day of the week and date. Children who have brought in items of interest or children who have special experiences they wish to share will be invited to discuss these with their peers if they wish.
- 9.40 Self Selection and adult led activities**
Children will have the opportunity to self select activities they wish to participate in. There will be craft, sensory or cooking activities on offer to children if they wish to participate, alongside this self-selection time.
- 10.15 Snack bar open**
Staff will open the snack bar and ensure children know they can have a snack whenever they feel ready.
- 10.50 Tidy up time**
Tabletops are tidied - initiated by the familiar tidy up tune
- 11.00 Phonics/group time**
Children will learn familiar sounds and be given opportunities to communicate with peers as a group
- 11.15 Physical play /Outdoor play**
Children will participate in planned physical play outside on a daily basis. Children are encouraged to keep healthy and active through daily physical play.
- 11.45 Story time and songs**
Children will be encouraged to relax after physical play through the use of stories and songs as part of a whole group.

Coats and bags ready for home time

12.0 Session End

Lunch Club 12.00-1.00

- 12.00** **Lunch time /hand-washing**
Children staying for lunch club will wash hands and collect their place mat ready for lunch. Again children will be encouraged to independently pour their own drinks.
Quiet activities will be offered as children finish lunches
- 12.30** **Quiet games and activities**
Children will be offered a selection of quiet activities to allow lunch to go down.
- 12.45** **Tidy Up**
Room tidy up initiated by the familiar tidy up tune.
- 12.50** **Stories and songs**
- 1.00** **Coats and Home time**

This routine is used as a guide only and does not account for spontaneous learning opportunities that may occur throughout the day. In addition to snack time a snack bar is in operation throughout the day allowing children to independently access drink and a healthy snack (which is provided by parents) at all times. The daily plans which the staff follow can be viewed on the parent's notice board.

Curriculum

The curriculum will be implemented using a range of play activities that will provide opportunities for children to develop major areas of learning and experiences. Staff will be planning, using Stepping Stones in the six areas, monitoring development and learning for all children towards Early Learning Goals set out in QCA Guidance for the Foundation Stage.

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

As children achieve these Stepping Stones, a variety of observations will be used to record these findings and filed accordingly. Parent liaison sheets will be distributed termly, where comments will be welcomed, and feedback on learning developed at home.

Personal, Social and Emotional Development

It is our aim that the children grow in confidence and build positive relationships with their peer groups and adults by showing respect for themselves and others. They will be encouraged to choose and complete activities offering others the chance to help them. By the time that they leave Ropley Playgroup and Pre-school we hope that most children will be able to work and play along/together, expressing their feelings appropriately, respect themselves and others. Support will be given to promote children's independence when seeing to their own needs, such as dressing/undressing, going to the toilet, washing hands and making their own choices in a positive confident manner.

Communication, Language and Literacy

Using a variety of methods children will be encouraged to extend their vocabulary and fluency by talking and listening. They will begin to understand its function both in written and spoken form. Books and Puppets will be used to encourage children to see themselves as future readers through stories, songs and rhymes. Children will be encouraged to write and recognise their own written name and may even be able to recognise the names of others. The use of books will promote that the written word starts at the left of the page and finishes on the right, from top to the bottom of the page, that words hold meanings and pictures can tell a story of their own. Children will be supported in handling books appropriately.

Mathematical Development

Children will be encouraged to develop the concept of numbers through play and practical situations. This will be done through stories, songs, rhymes and through everyday experiences. All opportunities will be put in place to raise children's awareness from early entry so that they will be able to count up to five, then ten, eleven and so on through their play activities without realisation. They will be asked to attempt simple practical situations ie add one, take one away, recognise and copy patterns, sequencing, use mathematical language and be able to measure volume and weight using water, sand and other materials in a variety of methods.

Knowledge and Understanding of the World

Children will be encouraged to look at the world outside, at home and places that they visit. Through observation children will be supported in predicting and sorting activities, recording the outcomes using pictures about times and living things. Recognition of similarities and differences, asking questions and observing changes in the natural world will be promoted within Playgroup and Pre-school activities. An opportunity to look at festivals from around the world will enable children to have an insight to other multi cultural celebrations and experiences.

Physical Development

Children will have access to a variety of tools and large equipment, which will enable them to develop fine and gross motor skills. Hand eye co-ordination will be developed through every day activities, using manipulation skills effectively with support where required. Physical challenges including use of large apparatus will be supervised. Children will learn to move with confidence, balance and control speed and direction indoors and outdoors. They will be encouraged to develop an awareness of their own bodies and what helps them to stay healthy.

Creative Development

Children are encouraged to use their imagination and be creative in a variety of ways, and to use media with increasing confidence and skill. To do this children will have free access to pencils, pens, chalk, scissors, paper and painting etc., be supported in recognising and naming colour's, use different media to create representational objects, explore 2D/3D shapes, experience music and rhyme and participate in imaginative play. Opportunities will be provided to enable children to finish chosen activities so they may maximise their ideas. A wide and assorted range of materials to create textures and smell will be available to develop senses.

Health and Safety



Collection of Children

Parents/ Carers are asked to inform the preschool, if someone other than themselves is to collect their child wherever possible. We do operate a password system, but as an extra security measure a phone call will be made if no prior consent has been authorised by the parent / carer.

Hygiene

Our Health & Hygiene Policy requests that you do not send children to Pre-School if they have an infectious disease like Conjunctivitis, Impetigo etc. Please check your child's head regularly for head-lice and treat it accordingly. They spread quite easily, so please do not send your child to Pre-School until the lice have been treated. Any child who has been vomiting or had diarrhoea should not return to Pre-School for at least 24 hours since the last attack.

First Aid

At least one qualified First Aider is on duty every day. If any child has an accident or sustains an injury whilst in our care, the incident will be entered into the accident book and the parent / carer asked to read the report and sign the book. The emergency numbers provided on the application form will be used if it is necessary to contact the parent or carer. An 'Incidents' book is in operation. We ask parents / carers to note any existing injury or bruising the child may have sustained at home and sign the report.

Fire Drill

A fire drill is carried out once every half term.

Food & Drink

Healthy Snacks

During morning sessions, the children will be provided with a drink of milk or water and a healthy snack which is provided by parents on a monthly rota. This might consist of yoghurt, fruit, raw vegetables, dried fruit, breadsticks, toast, popadoms, naan bread and a variety of other balanced foods. At times the children will help prepare the food for their snacks, and culinary delights to take home. Although we support Hampshire's Healthy Eating for schools, we do have the odd treat from time to time.

If your child is coming to the Lunch Club, the session follows on from the morning session at 12.00 and children are asked to bring a packed lunch. We consider that eating together is a social skill and should be encouraged. May we please request that healthy lunches are provided (At least one piece of fresh fruit!). Please do not send in any products that may contain nuts or traces of nuts. We operate a strict NO NUTS Policy!!! Lunch club sessions are currently £3.50 a session.

Fresh fruit and water will be available during session for children on our snack bar table.

Children are welcome to help themselves.

This is available alongside our group snack time.

If your child has any allergy or special dietary requirements, please ensure that the staff are made aware of this. The relevant information should be included when completing the registration form.

Pathfinder Project

Pathfinder

The Government provides funding for all children from the term following their third birthday. For example, if your child has their third birthday in November during the Autumn term, they will be entitled to funding from the Spring term onwards, ie January. This entitles your child to have free part time early years education.

We are pleased to say that we are registered as part of Pathfinder. In a Pathfinder setting, your child's entitlement will increase from 121/2 hours a week to 15 hours a week for a maximum of 38 weeks a year.

Communication and Information

It's a two-way thing!

Website

Visit our website at www.ropleyplaygroup.com to see the latest news and information. This is updated on a regular basis to keep everyone up to date. Email us at info@ropleyplaygroup.com with any other queries.

Newsletters

These are sent out on a regular basis, usually half termly, with all the latest news and coming events for us all to get involved in. Don't forget to put those dates in your diaries!

Parents Notice Board/Table

This is situated in the main hall to the right hand side as you enter via the main front entrance, or the left hand side as you exit. This displays all official documents, copies of our most recent Ofsted Report, policies, Health and Safety Files plus many other useful contacts and information.

Coffee Mornings

We regularly have coffee mornings in the Parish Hall where we also invite those with children on our waiting list. This is an ideal opportunity for you to come in and meet some of the committee members and others with children already at Playgroup. Many of those with children at Ropley Primary School call in as well, giving you an opportunity to talk about what the future holds.

We encourage parents and carers to get involved with us. Come and share your skills – arts and crafts, music, and story telling. Share ideas you may have with staff to benefit the Playgroup.

We do try to keep everyone informed and up to date. If you are missing out on any of the above information then please tell a member of staff or the committee.

Concerns and Complaints

Making Concerns Known

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Pre-School and parents that complaints should be taken seriously, dealt with fairly and in a way that respects confidentiality. A parent who is uneasy about any aspect of the Pre-School should firstly talk over any worries and anxieties with the Supervisor.

If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the Supervisor or the Chair of the Committee. Both the parent and the Supervisor may have a friend or partner present if required and an agreed written record of the discussions should be made.

A copy of the complete Complaints Procedure will be given to each parent on joining and can also be found in the Policies booklet for reference purposes.

The Staff

The Supervisor has the Early Years Foundation Degree, the Deputy of our Playgroup and Pre-School having passed 'The NVQ 3 in Early Years Development and Childcare' or equivalent and our Assistants are currently studying for NVQ2. These qualifications are recognised throughout the country. We support all our staff in doing extra courses as and when they become available.

All the staff working at the Pre-School are Police checked and hold a current First Aid Certificate.

We have regular staff working on the same days each week. This helps the children to settle in to the environment. The staff are easily recognisable by both children and adults by their red polo shirts with the 'teddy bear' logo on them.

A shared record-keeping system between staff and parent / carer is used, which includes observations of each child in the group and forms the basis for drawing up an individual planned curriculum for them. This ensures that all children are well supported in reaching their full potential. These records are held in complete confidence and are accessible to parent / carers at any time.

The staff also aim to support parents, the most important educators of their children, and can offer them the opportunity to:

- help in the group
- become involved with the committee for the group
- attend courses, workshops etc as they become available
- help with fundraising.

Links to Ropley Primary School

Transition to School

We are a 'stepping stone' for children towards schooling. We are proud to say that we have excellent links with Ropley Primary School, which is where the majority of the children start their full time education.

The Reception Class teacher and the Classroom Assistant from the school come and visit the Playgroup in order to get to know the children, especially as they draw closer to starting school. Playgroup children also visit the school on several occasions throughout the year, making school a lot less daunting for both child and parent.

The Reception year children also make visits, with school staff, in order to meet the new children and join in festivities.

The Committee

Members

The elected Committee is made up of staff and parents / carers who meet together on a regular basis. All meetings are confidential, although we do have some 'open meetings' during the year, which anyone can attend.

The Committee is responsible for:

- The implementation of Government and OFSTED requirements
- The welfare and safety of all staff and children
- Staff employment and appraisals
- The review and implementation of all policies
- Communication with parents and carers
- Fundraising
- Advertising the Playgroup & Pre-School and its events
- Organising special events and a summer outing for the children

The Committee has a Chairperson, Vice-Chairperson, Secretary and Treasurer plus a number of other Committee members. Photos of 'who's who' are displayed by the parents' notice board

Parents / carers are welcome to contact any member of the committee in the event of queries or concerns with the Playgroup.

The Annual General Meeting is held in either July or September and we ask all parents to attend. Remember, the Playgroup and Pre-School cannot operate without a committee - its survival depends on volunteers who are willing to "give it a go". Support, from both outgoing committee members and those remaining, help a new member to feel at home. It is very rewarding and an opportunity to get involved at the start of your child's education. So if you are a parent, a carer or even a grandparent, why not have a chat to one of us and see what you might like to do.

Our Policies

The policies adopted by Ropley Playgroup & Pre-School aim to offer the best possible experience for the children and families in the group. They are reviewed on a regular basis and cover the following areas:

- Admissions
- Advertising & Publicity
- Behaviour Management
- Child Protection
- Complaints
- Confidentiality
- Registration/Consent form
- Diet
- Emergency accident
- Employment
- Equal Opportunities
- Grievance & Disciplinary
- Health and Hygiene
- Keyworker
- Learning
- Lost Child
- Non-Collection of Child
- Outdoor Play
- Outings
- Partnership with parents/carers
- Risk Assessment
- Safety
- Settling In
- Sick Children
- Signing in
- Special Needs
- Student Placement
- Toys and Equipment

We advise that you are aware of their content. Copies of the policies are available on request for you to borrow and we actively encourage this. A full set of policies is always available by the Playgroup notice board.

ROPLEY PLAYGROUP AND PRE-SCHOOL- ADMISSIONS POLICY

It is our intention to make Ropley Playgroup and Pre-School genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of Ropley Playgroup and Pre-School is widely known in all local communities. We will place notices advertising Playgroup in places where all sections of the community can see them, in more than one language if appropriate.
- Arrange our waiting list in order of date of birth, and thereafter by date of application.
- Describe Playgroup and its practices in terms which make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with or without disabilities.
- Monitor the gender and ethnic background of children joining Playgroup to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Consult with families about the opening times of the Playgroup.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- We will endeavour to accommodate emergency admissions such as pre-school children moving into the area.
- We recommend a child attend a minimum of two sessions per week.
- We require a non-refundable registration fee of £20 in order to secure a place and to cover administration costs.
- Fees are payable in full by the end of the second week of each half term. In certain circumstances we would be willing to accept payment by instalments. We reserve the right to exclude a child should arrears remain outstanding because payment arrangements have not been honoured.
- It is in everybody's interest to pay fees promptly, as this enables us to keep our fees to a minimum.
- Fees are payable for the sessions booked, NOT sessions attended.
- **The Playgroup requires one term's written notice of cancellation.** However, should Playgroup be able to reallocate any space before the end of term, refunds may be available pro rata.
- Subject to financial restraints Playgroup may be willing to support recognised sponsored placements.
- Fees are calculated on a termly basis with half invoiced at the beginning of each half term.
- Bills will be given in the first week of each half term, except for new children who will be billed shortly after they start.
- Payment is to be made by the second week of each half term or a reminder will be sent. A letter from the Chairperson will be sent in the fourth week if payment is still outstanding advising that if outstanding monies (total number of instalments due if paying by instalment) were not paid in full by the following week, that the child would not be permitted to attend Playgroup until the outstanding fees were paid. In addition, instalments would be required weekly in advance. In the event of continued non-payment, the debt would be recovered through the small claims court. Non-payment could result in your child losing their place. Please speak to us if you experience financial difficulties, to make alternative arrangements.

This policy is reviewed on an annual basis.

This policy was adopted at a meeting of Ropley Playgroup and Pre-School April 2007

Signed on behalf of Ropley Playgroup and Pre-School Mrs Julie Rugg (Chairperson)

ROPLEY PLAYGROUP AND PRE-SCHOOL - BEHAVIOUR MANAGEMENT POLICY

We believe that children and adults flourish best in an ordered environment in which

everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Playgroup and explained to all newcomers, both children and adults.

Rules for children's behaviour in Playgroup:

- Any rules agreed by the children with reasons why
- No aggressive behaviour (including shouting) eg kicking, biting, scratching..
- Swearing is unacceptable.
- If two children have a recurring problem with each other both sets of parents will be invited to discuss the problem in the presence of a mediator.
- No running within the group except when specifically instructed and in the physical play area.
- No standing on chairs or tables.
- Respect toys and equipment.
- Do not throw toys, sand, water etc.
- Ideally wear an apron when doing messy activities.
- Wash hands after using the toilets and before snacks or cooking.
- Sit down at snack time.

Adult/staff behaviour:

- All adults in the Playgroup will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful patterns of behaviour.
- All adults will try to provide a positive role model for the children with regard to friendliness, care and courtesy.
- Adults in Playgroup will praise and endorse desirable behaviour such as kindness and willingness to share.
- We encourage good behaviour by praise, sharing and negotiating, ensuring children understand the rules and more importantly, why the rules are there. We show children what effect their behaviour is having on others.

Cont/d

General guidelines for unacceptable behaviour:

Note: see specific guidance in attachment below.

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
- Children who misbehave will be given one-to-one adult support in seeing what went wrong and working towards a better pattern of behaviour.
- Where appropriate this might be achieved by a period of “time-out” with an adult. The child will be entered into the time-out book. Records will be made and discussed with the parent upon collection of child. If the offending behaviour has become regular then a plan of action to help the child improve behaviour will be implemented after consultation with the parents.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanation rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout or raise their voices, in a threatening way.
- Adults in Playgroup will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity.
- Recurring problems will be tackled by the whole Playgroup, in partnership with the child’s parents, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child’s special needs.

This policy is reviewed on an annual basis.

This policy was adopted at a meeting of Ropley Playgroup and Pre-School March 2007

Signed on behalf of Ropley Playgroup and Pre-School..... Mrs Julie Rugg
(Chairperson)

BEHAVIOUR MANAGEMENT - PROCEDURE FOR SPECIFIC INCIDENTS

The safety and well-being of all children and staff is paramount. Under some circumstances restrictive physical intervention by an adult may be necessary. Please see the Physical Handling Policy for details.

On the occasion of “unacceptable behaviour” - spitting, swearing, persistent bullying, throwing of furniture or objects, biting, scratching, pulling of hair, kicking, persistent refusal to comply and any other behaviour deemed UNSAFE to others, the following will apply.

1. The child is told what and why they have done wrong and will be encouraged to apologise to all concerned.
2. The child is removed from the room by the adult who heard or saw the action and another adult will stay with the child for a period of reflection.
3. “Time out” will be up to a maximum of 5 minutes (dependant upon age of child) which will be timed with the visual aid of an educational egg timer.
4. The incident will be recorded in a confidential ‘time out’ book when the staff deem the incident to be serious enough.
5. The child will then return to the playroom and the session will continue.
6. The parent will be made aware of the incident
 - a) on collecting the child from Playgroup (in a confidential manner - not in front of others, including the child) or,
 - b) contacted by telephone at the first convenient opportunity.
7. In extreme circumstances, the parents may be contacted straightaway and the child taken home for the remainder of the session.
8. With recurring problems the parent and teacher will draw up an agreed course of discipline so that the child knows what is expected of them and the result of any bad behaviour.
9. If the issue is persistent then the Chairperson will be made aware of the problem. The Area Senco (if appropriate), Playgroup Supervisor and a member of the committee will make an appointment to see the parent(s) and will make recommendations for the foreseeable future, e.g.
 - i) Parent(s) called and the child removed from Playgroup straight away for the remainder of the session or the week.
 - ii) The child will only attend Playgroup for the next session if they have shown good behaviour during the current session - in order to show the “cause and effect” of their behaviour, for an agreed number of weeks.
 - iii) Strategies will be implemented in agreement with the parents and outside agencies as deemed appropriate.
 - iv) We will seek professional help for all concerned.

Whatever is decided it must be in the best interest of all the children and staff in the Playgroup as well as the individual child and their family.

**ROPLEY PLAYGROUP AND PRE-SCHOOL - WORKING IN PARTNERSHIP
WITH PARENTS AND CARERS**

Playgroup recognises the important role that parents and carers play in the education of their young children. To enable Playgroup to work together with parents and carers we feel it is important that:

- 1 Parents/carers are given access to full information detailing how Playgroup operates. To achieve this we will:**
 - Send the Ropley Playgroup and Pre-School prospectus on request for information.
 - Send the Ropley Playgroup and Pre-School welcome letter and pack when child starts.
 - Ensure all new parents are aware of the Playgroup’s systems and policies.
 - Ensure that the home to Playgroup to school transition is a continuous, consultative and smooth process.
 - Ensure parents know the systems for registering queries, complaints and suggestions.

- 2 Parents/carers are able to play an active part in the management of Playgroup. To achieve this we will:**
 - Encourage parents on an individual basis to play an active part in the management of the Playgroup.
 - Ensure that parents are informed on a regular basis about their child’s progress.
 - Ensure that all parents have opportunities to contribute, from their own skills, knowledge and interests to the activities of the Playgroup, and to feel that their contributions are valuable and valued.
 - Ensure that all parents are fully informed about meetings, how to join the committee, conferences, workshops and training.
 - Consult with families about the times of meetings to avoid excluding anyone.
 - Hold meetings in venues which are accessible and appropriate for all.
 - Welcome the contribution of parents, whatever form this may take.

- 3 Parents/carers are aware of Playgroup’s educational programme and are kept involved and up to date. To achieve this we will:**
 - Provide opportunities for parents to learn about the Playgroup curriculum and about young children’s learning, in Playgroup and at home.
 - Involve parents in shared record keeping about their own child, either formally or informally.

This policy is reviewed on an annual basis.

This policy was adopted at a meeting of Ropley Playgroup and Pre-School April 2007

Signed on behalf of Ropley Playgroup and Pre-School Mrs Julie Rugg (Chairperson)

Closure Dates

Ropley Parish Hall is for the use of the whole Community and because of a very long-standing arrangement, pre-dating the Playgroup, there are two weeks of the year when it is used exclusively by the Ropley Dramatic Society, which means that we are unable to hold any sessions.

The provisional dates for the new school year are:-

16th-20th November 2009

15th – 22nd March 2010

Any changes to these dates will be advised in the Newsletter as soon as we are aware of them.

We hope that this does not cause you too much inconvenience.

Contact details

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Secretary	Mary Plank	Tel: 07756 528049
Secretary Enrolment	Dominique White	Tel: 01962 772290
Treasurer	Nerys Wheeler	Tel: 01962 772415
Fund Raising	Helen Sandell	Tel: 01962 772179
Marketing	Ros Wynne	Tel: 01962 773374
Parish Hall Liaison	Carol Moorhouse	Tel: 01962 773169
General Member	Kaye Osborne	Tel: 01962 773783
General Member	Louise Richardson	Tel: 01962 772080
General Member	Katie Bilham	Tel: 01962 772629
Playgroup Supervisor/SENCO	Sarah Harry	Tel: 07752 109072